

APPENDIX 11

FINAL LETTER AT END OF FACILITY USAGE REQUIREMENT

{Insert date}

{Insert Name/Address of Grantee}

Our Reference: *{Insert Grant Number}*

Dear _____:

The Federal interest and usage obligation for the space provided under the *{insert name of IC}* award ended on *{insert date}*. Therefore, the *{insert name of IC}* will no longer be monitoring the use of the grant-supported space. Any changes in the use of the grant-supported space may be made at the discretion of your organization. However, even though we no longer have a formal property interest in the facility and will not be monitoring the use of this space, we encourage the *{insert name of grantee}* to continue to use the space for research purposes.

If I can be of any further assistance, please call me at *{insert phone number}* or e-mail me at *{insert e-mail address}*.

Sincerely,

{Insert name and address of Grants Management Officer}